

## Table of Contents

Introduction ..... 2

Login..... 2

Home Page..... 2

Awards ..... 3

Recruitment ..... 4

View your awards on RIMS profile management ..... 5

## Introduction

RIMS-Award and Recruitment management, is a web based workflow solution, that enables researchers to register their grant and all its related recruitment requirements.

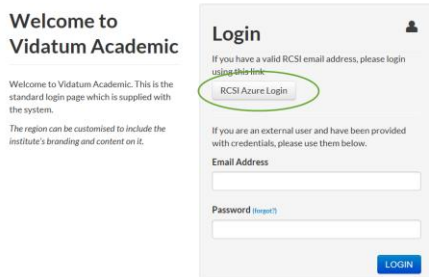
Later in 2019, the system will also cater for Timesheets, Asset management and Ethics.

This is the link to RIMS – Awards and Recruitment Management

[https://rcsi.academic.ie/live/w\\_rms\\_security.login](https://rcsi.academic.ie/live/w_rms_security.login) . (Save this link to your favourites.)

## Login

To login to the system please click on: RCSI AZURE Login



Welcome to Vidatum Academic

Welcome to Vidatum Academic. This is the standard login page which is supplied with the system.

The region can be customised to include the institute's branding and content on it.

**Login**

If you have a valid RCSI email address, please login using either:

[RCSI Azure Login](#)

If you are an external user and have been provided with credentials, please use them below.

Email Address

Password (required)

LOGIN

If you are asked for user name and password. Use your RCSI.Com address followed by your windows password.

e.g.:

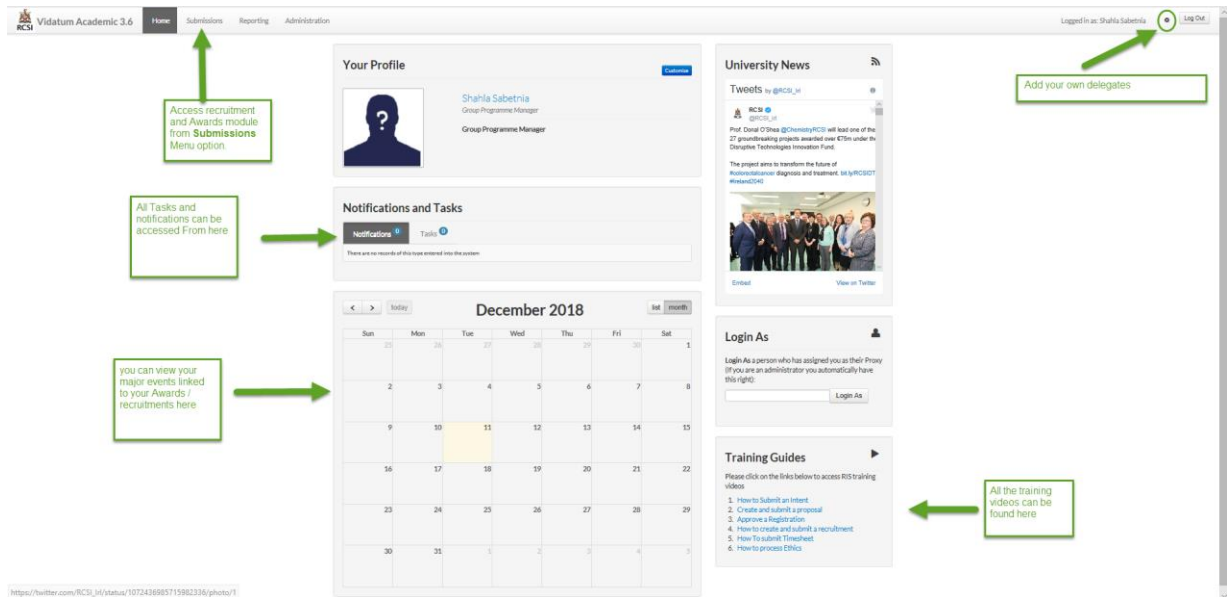
Email: [ShahlaSabetnia@RCSI.COM](mailto:ShahlaSabetnia@RCSI.COM)

Password: \*\*\*\*\*

## Home Page

On your home page/ landing page you can view:

1. Your tasks and notifications
2. Add Delegates
3. See major event dates linked to your Awards / Recruitments on your calendar
4. Access training material
5. Access Recruitment and Award function.



Vidatum Academic 3.6 Home Submissions Reporting Administration

Logged in as: Shahla Sabetria

**Your Profile**  
Shahla Sabetria  
Group Programme Manager

**Notifications and Tasks**  
Notifications Tasks  
There are no records of this type entered into the system.

**December 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**University News**  
Tweets by @RCSI\_H  
Prof. David O'Shea @ChemistryRCSI will lead one of the 27 groundbreaking projects awarded over €75m under the Corporate Technology Innovation Fund.  
The project aims to transform the future of Microfluidic/over diagnosis and treatment. [@RCSI\\_H @RCSI\\_H @RCSI\\_H](#)  
Embed View on Twitter

**Login As**  
Login As a person who has assigned you as their Proxy (if you are an administrator you automatically have this right):  
Login As

**Training Guides**  
Please click on the links below to access RIS training videos:  
1. How to Submit an Intent  
2. Create and submit a proposal  
3. Approve a registration  
4. How to create and submit a recruitment  
5. How To submit Timesheet  
6. How to process Ethics

[https://twitter.com/RCSI\\_H/status/107243695715982336/photos](https://twitter.com/RCSI_H/status/107243695715982336/photos)

## Awards

Within Award Management there are four stages:

- **Intent → Proposal → Registration → Live.**
- **Intent** is a Mandatory Step.
  - Approval process for this stage is between PI ↔ ORI.
    - If ORI rejects the intent record, it will be sent back to PI via workflow.
- **Proposal**
  - Approval process is between PI ↔ ORI ↔ finance (value >=500K)
    - If ORI/ Finance reject a proposal the record is sent back to PI via workflow.
- **Registration**
  - Approval process is between ORI ↔ PI ↔ finance
    - If PI/Finance reject a registration the record is sent back to ORI via workflow.
- **Live**
  - All approved award are automatically created on Agresso (RCSI's finance management system).
  - Live grants can be amended. The level of amendment is limited.
  - All budget amendments for live grants has to be requested from Research office [RIMSADMIN@rcsi.com](mailto:RIMSADMIN@rcsi.com).
  - **Finance team are no longer in a position to amend live grant initiated in RIMS in Agresso.**

Vidatum Academic 3.6 Home Submissions Reporting Administration

**Award stages**

- Intent to Submit
- Proposals
- Grant Registration
- Live Grants
- Ethics Review
- Recruitment
- Timesheets
- Search
- Administer Proposals and Grants

**you can search for your awards. to widen your search click the check boxes.**

Refine by Type:  
 -- Select Type --  
 Search by Keyword:  
  
 Only show entries that currently require my approval:  
 Show Entries already approved / rejected:

**Review Submissions**

Submissions which have been submitted to you for approval are listed here.  
 In the Actions column, you can View, Print or Approve a submission.  
 To Approve a submission, click on the Check Mark and you will be taken to the approval page where you can record your approval and add comments if required.

#	Entry Type	PI	Name	Funding Agency	Funding Prog	Last Updated	Status	Actions
212475933	GRANT	Raymond Stallings	TEST: DO NOT USE	Industry - Cash, Industry - In-Cash, Science Foundation Ireland (SFI)	Cash 1, In-Cash L, Research Centres	11/10/2018	Pending	View Print Approve

**This is your dashboard where you can view all your awards.**

## Recruitment

Recruitment can only be linked to a live grant. There are 4 types of recruitments:

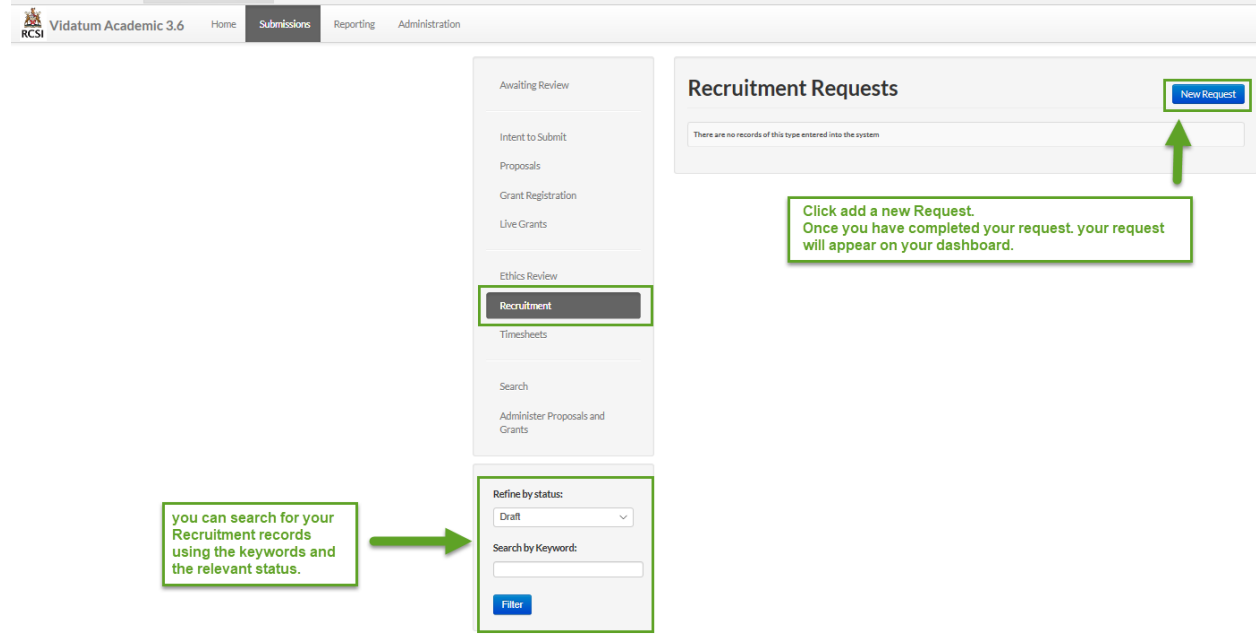
- New Staff
- Staff Extension
- New Student
- Student Extension

All recruitments go through workflow process. The process starts with:

- PI ↔ SPGS (if student) ↔ Finance ↔ HR
- If SPGS/ Finance/HR reject the request at any time then the record is sent back to PI via workflow

It is important to note that recruitment will not be permitted, if you don't have an approved grant in place. Once the recruitment request is approved by HR:

- System generates the contracts. (Contracts are only visible to HR team)
- Once HR receive the signed contract – 2<sup>nd</sup> level of approval by HR is initiated and system generates the following:
  - Send a notification email to all approvers
  - Send Notification email Payroll, IT, Fees (if student)
  - System adds this resource under the team structure of live grant



Vidatum Academic 3.6 Home Submissions Reporting Administration

Awaiting Review  
Intent to Submit  
Proposals  
Grant Registration  
Live Grants

Ethics Review  
**Recruitment**  
Timesheets

Search  
Administer Proposals and Grants

Refine by status:  
Draft  
Search by Keyword:  
Filter

**Recruitment Requests** New Request


There are no records of this type entered into the system

Click add a new Request. Once you have completed your request, your request will appear on your dashboard.


you can search for your Recruitment records using the keywords and the relevant status.

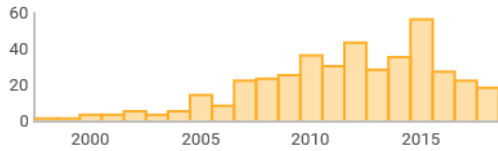
### View your awards on RIMS profile management

Login to RIMS profile management system. If you don't have the link then click on this link <https://rims-profile.elements.symplectic.org/default.html>.

Go to grants. You should be able to see all the grant data feed from award solution. All your grants are public. If you wish to make them invisible then click on  .


My Summary

 421 publications, plus 26 pending + add



h-index:	<b>51</b> Scopus	<b>50</b> Web of Science	<b>36</b> Europe PMC
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How do we calculate this? ?

 **Claimed publications:**

[16 chapters](#)

[100 conferences](#)

[218 journal articles](#)

[... and 87 more publications, of 1 type](#)

 **Pending publications:**


[1 chapter](#)

[1 conference](#)

[24 journal articles](#)

 0 records of impact + add


You have no records of impact yet.

 65 professional activities + add

[2 committee memberships](#)

[45 distinctions](#)

[18 memberships](#)

 139 teaching activities + add

[110 thesis supervisions](#)

[29 academic activities](#)

 60 grants + add

[59 funded projects](#)

[1 non-funded project](#)

**Development of an advanced scaffold based delivery system for nucleic acids through the incorporation of novel nanoparticles**

Summary

Links (1)

Data sources (1)

**Title:** Development of an advanced scaffold based delivery system for nucleic acids through the incorporation of novel nanoparticles

**Funder reference:** GOIPG/2018/371

**Funder name:** Irish Research Council (IRC)

Reporting dates: 01 Oct 2018 to 30 Sep 2021 [Edit](#)

Funded Project

